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22 October 1976

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Office of Personnel Report -- Week Ending
22 October 1976

1. Recruitment Outlook: College placement officials are reporting that the 1976-77 recruiting year looks far better than last year. Salaries have increased from eight to ten percent over last year. Several elements have emerged in this rise in recruiting: Students who took time off from school to work are reaping the benefits; there is less token hiring of minorities and women; and opportunities have resumed in such fields as accounting and finance.

The freshman class of engineering students has increased sharply again for the second year in a row, this time by 18.8 percent over the enrollment in 1974. There was a 21.7 percent increase in the sophomore class resulting from the increased freshman enrollment last year. Junior and senior enrollment has risen 14.7 percent and 4.3 percent respectively, which indicates a number of transfers from liberal arts programs and junior colleges into upper level engineering studies. There has also been an increase in master and doctoral degree candidates in engineering.

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3. Summer Intern Program: The Coordinator for Cooperative Programs visited Georgetown University on 14 and 15 October to interview candidates for the Summer Intern Program. Eighteen graduate students were interviewed and forms were given to four students.

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4. Report to EAG: The Director of Personnel presented a report to the Executive Advisory Group on 20 October concerning personnel management problems in the Agency. The EAG received the report favorably and gave D/Pers instructions as to action required; i.e., procedures for developing and selecting key operating officials, preparation of a new regulation on separations, preparation of guidance on promotion policy, and drafting of an instruction concerning the evaluation of supervisors who have new employees in their units.

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6. Retirement Planning: All plans for the Retirement Seminar are being completed; the speakers are committed and six retirees have been contacted and will serve on a discussion panel.

Through the good offices of CRS, we have obtained a video-taped program for retirement preparation. The program, titled "Ready or Not," is in ten sections, each section in a video cassette. We are making arrangements to install it in the Media Center so that interested persons may see all or selected parts of it. The cassette is inserted into a video viewer and the program is seen on a small TV screen. This series is an addition to our other offerings in retirement planning; i.e., the Retirement Seminar, individual counseling, and library of retirement literature.

7. Voluntary Investment Plan: Memoranda were sent to all of the DDA Offices supporting VIP to request the cost figures for their support of VIP for FY 1977.

At the meeting of the Board of Trustees on 13 October, Mr. Edward Thomson, the Washington representative of Connecticut General, gave a detailed description of how his company handles the VIP account (Income Fund).

8. New Regulation Change: We forwarded to Regulations Control Branch a proposed revision of [REDACTED]

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9. Rehired Annuitants: The following rehired annuitant cases were approved for the Directorate of Administration:

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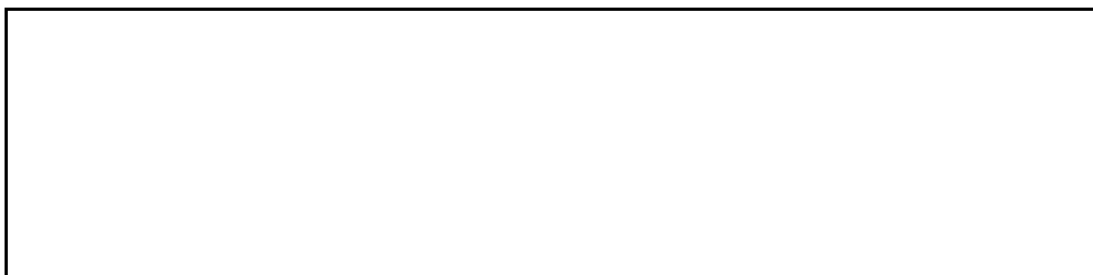
[redacted] -- Independent Contractor, Office of Training, one-time use 15 November-17 December 1976.

The following rehired annuitant cases were terminated:

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11. EAA Store: The expansion of the number of small hand tools sold in the EAA Store has proven to be a big success and obviously something employees wanted.

The EAA Store Manager reports that the Store was a popular attraction on the DDS&T's Family Visitation Day last Saturday. At one time an estimated 100 people were in the Store.

Coming Events:

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1. Miss [redacted] of our Annuitant Section and her staff are preparing two "bulk mailings" which will be sent to CIARDS annuitants shortly: (a) announcing "open season" on health benefits plans; and (b) announcing the new amendments to CIARDS--we are waiting for Printing Services Division to complete a rush job of printing the final part of the package that will be sent out.

2. A Factor Evaluation System briefing has been scheduled in the near future for the Offices of Technical Service and Security.

3. We plan to finalize the PDP analysis.

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4. We will complete the review and any necessary revision of OP-level objectives.

[REDACTED]
F. W. M. Janney

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